

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **ASSISTANT MAINTENANCE MECHANIC**

Jurisdictional Class: **Non-Competitive**
Date Adopted: **June 12, 1975**
Date Revised: **Jan. 1, 1998**
Jurisdictions: **County, Villages, Schools**
Union Status: **CSEA**
Pay Grade: **11**

DISTINGUISHING FEATURES OF THE CLASS: An Assistant Maintenance Mechanic performs a variety of semi-skilled building repair and maintenance tasks. Incumbents independently perform a variety of mechanical and other building maintenance tasks and help journey-level trade workers. The work may involve operating an automobile, pick-up truck or other power equipment. The work is usually performed under general supervision. Incumbents may have to work nights, weekends or holidays and may be called out for building problems which occur nights, weekends and holidays and may be required to work in the Highway Division in the event of an emergency. The position is distinguished from Maintenance Mechanic by having only a working knowledge of one or more trades and lacking journey-level skills and abilities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs a variety of semi-skilled work as a general handy-man;
Helps install electrical wiring and plumbing systems and fixtures and makes semi-skilled furniture, plumbing, electrical, masonry, and carpentry repairs;
Repairs windows, doors, floors, walls and other parts of buildings;
Performs semi-skilled interior and exterior painting where quantity rather than fine quality work is desired;
Assists in cleaning and repairing boilers, pumps, heaters, pipe lines, valves and traps;
Mixes plaster and concrete and assists in laying brick, plastering, forming and pouring and finishing concrete work;
Maintains pumps and mechanical, heating and cooling systems;
Operates trucks, automobiles, air compressors and other power equipment;
May also assist in general grounds maintenance work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES and PERSONAL

CHARACTERISTICS: Good knowledge of modern buildings and grounds maintenance and repair techniques and practices; working knowledge of one or more of the standard trades; ability to analyze electrical, plumbing and mechanical failures and determine how to correct the failure and prevent future failures; mechanical aptitude, manual dexterity and dependability.

MINIMUM QUALIFICATIONS:

- (A) A high school diploma in building trades and one (1) year of related experience, **OR**
- (B) A high school diploma or equivalency and two (2) years of experience in building construction or maintenance work in a standard trade, **OR**

Last Reviewed: n/a
Last Updated: 01/01/98
Reviewed By: n/a
Last Reallocated: n/a

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- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENT: Must have a valid New York State Driver's License.